

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
SECRETARY 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: CJTS- 1225 Silver Street, Middletown, CT

Job Posting No: LR44057CJT

Hours: 40 hours

Salary: \$44,038.00 - \$57,588.00

Closing Date: 03/07/2014

Eligibility Requirement: The Connecticut Juvenile Training School is seeking applicants for a Secretary 2 position, Middletown, Connecticut. This position is full-time, 40 hours per week. Candidates must have applied for and passed the EXAM TITLE exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.)

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: **In order to be considered for the position** interested and qualified candidates who meet the above requirements must submit a CT state application (CT-HR-12), reference job posting #LR44057CJT on the application, resume, letter of intent, three (3) letters of supervisory references, copy of unofficial transcripts and a copy of any license or certification required. State employees must submit two most recent performance appraisals in lieu of references, mail to: CJTS, 1225 Silver Street, Middletown, CT 06457 or fax to: (860) 638-2465, **NO E-MAILS PLEASE,** by March 7, 2014, 5:00 p.m. close of business.

CHILDREN AND FAMILIES - CJTS
1225 SILVER STREET
MIDDLETOWN, CT 06457
FAX NUMBER - 860-638-2465

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.